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63

21 November 1946

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS
ASSISTANT DIRECTOR [redacted] STAT
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
ASSISTANT DIRECTOR FOR REPORTS AND ESTIMATES
CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF
CHIEF, ADVISORY COUNCIL
SECRETARY, NIA

SUBJECT: Code Designations for Originators of Correspondence

1. It is requested that the following code symbols be used by the several Offices of CIG in preparing correspondence to the Director, Deputy Director, or the Executive Director, or correspondence for the signature of any of these three officers:

D - Director of Central Intelligence
DD - Deputy Director
ED - Executive Director
PA - Executive for Personnel and Administration
S - Secretary, NIA
I - Interdepartmental Coordinating and Planning Staff
[redacted] STAT
ORE - Office of Reports and Estimates
OCD - Office of Collection and Dissemination
OO - Office of Operations
OO/C - Contact Branch, Office of Operations
[redacted] STAT

2. The code letters will be indicated on the "Stayback" and Central Records copies of correspondence, as well as the Executive Office Registry copy when prepared for the signature of the Director, Deputy Director, or Executive Director, when addressed to organizations or individuals outside of CIG, but not on the original. Correspondence within CIG will indicate the symbols on the original.

3. In the event that copies of correspondence should be sent to activities outside the CIG, the symbols will not be shown.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted] STAT

Executive for Personnel and Administration

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